CONFIDENTIAL

DDA

80-0225

80-1821/

21 January 1980

MEMORANDUM FOR: Executive Committee Members

FROM   :   Deputy Director of Central Intelligence

SUBJECT   :   Executive Committee Staffing

1.   For your information, attached is a memorandum on Executive Committee staffing needs that I have sent to the Comptroller and DCI Admin.   Attached to the memorandum is a list of Executive Committee projects and meetings held from April 1979, when we reorganized and reinvigorated the Executive Committee, and January 1980.   Also on the list are projects projected for Executive Committee review for the next six months.

2.   I think you will agree that the Executive Committee has discussed and decided on some major issues with long term implications for the Agency.   There have also been reviews of major Agency-wide program areas where no decision was necessary but valuable information exchange and coordination have taken place.

25X1
3.   Next month I will ask [   ] and the Executive Committee Staff to do an evaluation of our first year for your review and discussion in April.   We will be soliciting your views and ideas.   In the meantime, however, I would appreciate any ideas or suggestions you may have for additional agenda topics for late spring and summer.   The criteria is simple: Agency-wide or impact on more than one directorate and policy-level effect.

Frank C. Carlucci

1 Attachment
  (DDCI Memo, 21 Jan 80,
   ER 80-182)

SA/DDCI/VP/lsh
Distribution:
EC Members
EC Staff
25X1   SA/DDCI [   ]
  ER

REGRADE TO UNCLASSIFIED
UPON REMOVAL OF ATTACHMENT

CONFIDENTIAL

21 January 1980   80-182

MEMORANDUM FOR: Comptroller
                   Administrative Officer, DCI

FROM   :   Deputy Director of Central Intelligence

SUBJECT   :   Executive Committee Staff

25X1

1.   The Executive Committee Staff, which reports to me through my
Special Assistant, [   ] requires four staff officers and two
secretaries on a continuing basis to perform its functions. A detailed
staffing pattern is attached. These officers provide substantive and
administrative support to the CIA Executive Committee (ExCom), including
providing guidance and leadership to ad hoc task forces on ExCom cross-
directorate and/or policy issues, taking the lead in developing a
mechanism for long-range Agency-wide strategic planning, identifying
Agency-wide management issues/problems and recommending possible solu-
tions, orchestrating the annual CIA ADP review process, and preparing
members and briefers for committee meetings and doing any required
follow-up staffing and monitoring of implementation of ExCom decisions.
To illustrate the work load involved in these tasks, I have attached
a list of ExCom meeting topics addressed since the redesign of ExCom
last April, many of which have resulted in major policy decisions. A
list of tentative projected topics for ExCom review is also included.

2.   The Executive Committee Staff retains responsibility for the
Priority Collection Projects portion of the Special Assistant/Strategic
Intelligence function that formerly resided in the Comptroller's office.
The Staff also provides support to the SA/DDCI for the Agency goals
program, including assisting components in preparing for their quarterly
reviews, providing continuity between ExCom actions/decisions and the
goals process and preparing required follow-up actions. Finally, the
staff will perform any additional ad hoc management analytical tasks for
the DDCI/DCI as assigned. Examples of the latter will include follow-up
to IG reports and recommendations, including any additional Agency-wide
management analysis that may be necessary.

REGRADE TO UNCLASSIFIED
UPON REMOVAL OF ATTACHMENT # 2

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3. Both the DCI and I feel the ExComm is becoming an important and necessary Agency-wide management tool of increasing effectiveness. The staffing pattern described herein is the minimum necessary to assure progress continues on a permanent basis.

4. Please take necessary actions, with [   ] to assure appropriate personnel actions take place to implement this staffing pattern.

25X1

25X1
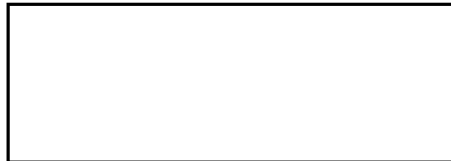
Frank C. Carlucci

Attachments:
 As stated

cc: Executive Committee Members

25X1   SA/DDCI[   ]lsh
 Distribution:
 1 - AO/DCI
 1 - Comptroller
 1 - ea EC Member
 1 - EC Staff
25X1   1 - SA/DDCI/[   ]
 1 - ER

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Staffing Pattern

Executive Committee Staff

* Staff Assistant	SIS-3
* Staff Assistant	GS-15
Staff Assistant	GS-15
Staff Assistant	GS-15
* Secretary-Steno	GS-08
Secretary-Steno	GS-06

* Positions being transferred from Office of Comptroller to Office of DDCI for Executive Committee Staff.

UNCLASSIFIED   Attachment # 1 (ER 80-182)

EXECUTIVE COMMITTEE MEETINGS AND DECISIONS
April 1979 to Jan. 1980 (Number of Meetings in Parentheses)

- ExCom Charter, Long-Range Agenda (2)
- Performance Appraisal System Decision
- NAPA Personnel Management Recommendations (7)
- ADP Review (3)
- Annual Personnel Plan, FY 1979 Goals
- Information Handling Task Force/Project (3)
- FY 81 Program Review (4)
- Civil Service Reform Act (2)
- Priority Collection Projects (Quarterly Review)
- Industrial Executive Development Programs (2)

- SIS Proposals (3)
- R&D Planning Issues (2)
- Clandestine Technical Collection Procedures
- Flow of Intelligence to the Department of State-
  Task Force Established
- Release of Information to Foreign Nationals -
  Task Force Established
- Critical Long-Range Problems - NFAC Review Underway
- Doing More with Less -Comptroller Review Underway
- Incentive/Development Programs (3)

TENTATIVE LIST OF PROJECTED EXECUTIVE COMMITTEE MEETINGS
January to June 1980

- ADP Application Reviews (Several Sessions)
- Agency Strategic Planning Proposal
- Priority Collection Projects Reviews (Quarterly)
- Agency Overtime Policy Proposal (DDA)
- Space Planning (DDA)
- SIGINT Plan (DDS&T)
- Critical Long-Range Intelligence Problems (NFAC)
- EEO Uniform Guidelines Recommendations/Review
- Evaluation of First Year of Executive Committee (Members and Staff)

Attachment # 2 (ER 80-182)

25X

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Committee Agenda Items

FROM:	EXTENSION	NO.
Executive Officer/DDA		DD/A 80-0225/1

25X1

		DATE
		24 JAN 80

25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DIRECTOR OF LOGISTICS RM 2C02	2 5 JAN 1980			As you will recall Mr. Wortman mentioned that he would like to have any ideas or suggestions concerning topics for EXCOM meetings for late spring and summer. This request is covered in Mr. Carlucci's memo of 21 Jan 1980, attached.
2.				FYI, I am forwarding all papers that were distributed to EXCOM members concerning the role of the EXCOM Committee, its staffing pattern and April 79 to Jan 80 agenda items as well as those tentatively listed for EXCOM Committee meetings January to June 1980.
3.				
4.				
5.				
6.				
7.				
8.				Could you have your suggestions on agenda topics to me by Friday, 1 February. A negative reply would be appreciated.
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Jim: Issues that come to mind are:

(1) CONSOLIDATING VISUAL AIDS + GRAPHICS - IN PIPD.

(2) DITTO - MICROGRAPHICS - INCLUDING CENIGRAPHICS

(3) REDUCTION OF SERVICES - DUE TO BUDGET CUTS

    (A) FEWER COURIER RUNS

    (B) KNOCK OFF EARLY + LATE BUS RUNS

    (C) CLOSE EDR.

    (D) CUT BACK MOTOR POOL OPERATIONS

OL 0 0399

ILLE